



**Ethics Commission  
Minutes  
Black-Eyed Susan Conference Room  
Meeting No. 16-02  
Thursday, February 11, 2016 at 6:30 PM**

**Commissioners Present:** Eugene Thirolf, Kris Dighe, Jaime Espinosa, Rosanne Hurwitz, Kathleen Conway

**City Staff :** Debra Daniel and Eliot Schaefer

**I. Convene**

Convene meeting.

**II. Approval of Minutes**

January 21, 2016 – Motion to approve minutes from the January 21, 2016 meeting was made by Commissioner Dighe, seconded by Commissioner Espinosa, and passed unanimously (5-0).

**III. Approval of Agenda**

Motion to amend the Agenda by changing the word “Form” to “Forms” within Agenda Item IV was made by Commissioner Dighe, seconded by Commissioner Espinosa, and passed unanimously (5-0). Motion to approve the agenda as amended was made by Commissioner Dighe, seconded by Commissioner Espinosa, and passed unanimously (5-0).

**IV. Ethical standards of conduct for employees**

The Commission discussed the process to rollout the Ethical Standards of Conduct form to current City employees. City Staff indicated that the process envisioned was finalizing and approving the form and moving forward to the next steps (training, rollout to current employees). Commissioner Dighe proposed amendments to the form. Commissioner Dighe moved to approve the form as amended, seconded by Commissioner Conway, and passed unanimously (5-0).

**V. Proposed amendments to financial disclosure forms**

The Commissioner discussed the Financial Disclosure Statement Forms that were approved and adopted in December 2014 in light of the comments made by filers and examples of forms from other jurisdictions. The Commission wanted staff to look into the possibility of having a fillable PDF and/or electronic submission of the forms. The Commission discussed specific revisions to be made to the form for the current filing period. Commissioner Hurwitz moved to approve the form as amended, seconded by Commissioner Conway, and passed unanimously (5-0).

**VI. Old/New Business**

- a. The Commission indicated that it would like to take up the secondary employment letter again. City Staff informed the Commission that Staff is working on a meeting with Human Resources to discuss the letter.
- b. The Commission discussed the list of potential Ethics Ordinance provisions that the Commission wanted to review for potential Code amendments.
- c. The Commission's next meetings are at 6:30pm on: March 9, 2016, April 7, 2016 (tentative), and May 12, 2016 (tentative).

**VII. Adjournment**

Motion to adjourn was made by Commissioner Dighe, seconded by Commissioner Conway and passed unanimously (5-0).